

OFFICE OF THE SECRETARY OF DEFENSE
ORGANIZATION OF THE JOINT CHIEFS OF STAFF

INDIVIDUAL DEVELOPMENT PLAN
Of

THE INDIVIDUAL DEVELOPMENT PLAN (IDP) is drafted by the employee and supervisor to address training needs and career plans. It should be generated in conjunction with the performance management review, and may be revised at any time. Requests for Government sponsored training should be in accordance with this plan. All GM 13-15, supergrades and equivalents, SES Candidates and members of the Senior Executive Service must provide a copy of the IDP to the Employee Career Development and Training Division, Directorate for Personnel and Security, WHS (room 3B347).

Privacy Act Statement

AUTHORITY: Public Law 85-507, July 7, 1958, The Government Employees' Training Act.

PRINCIPAL PURPOSES: To increase efficiency and economy in the Government by providing for training programs for civilian officers and employees of the Government with respect to the performance of official duties.

ROUTINE USES: Records will be processed and maintained by the employee's supervisor and the servicing personnel office of the agency. Information will be made available to the appropriate review authorities. The SSN will be used to accurately identify the employee.

DISCLOSURE: Disclosure of this information is voluntary. However, failure to provide the requested information may adversely affect the processing of training actions.

NAME <small>(Last, First, Middle Initial)</small>		DATE PREPARED
PART D - SIGNIFICANT PRIOR TRAINING AND DEVELOPMENT RELATED TO THE DEVELOPMENTAL OBJECTIVES <small>(Include government sponsored and self development assignment programs, activities or academic programs. If additional space is needed, attach additional page.)</small>		
1. NAME OF COURSE	2. NAME OF TRAINING CENTER	3. DATE OF COMPLETION
4. IF NO CAREER DEVELOPMENT IS DESIRED OR NEEDED AT THIS TIME, PLEASE STATE SPECIFIC REASONS WHY. <small>(Space may also be used for comments on how the individual Development Plan is to be implemented. For example, if a specific progression of developmental activities is critical it should be stated.)</small>		
PART E - CONCURRENCE AND APPROVAL		
CONCURRENCE		APPROVAL - SES ONLY
1. EMPLOYEE		The Employee Career Development and Training Division will review SES IDP's and obtain the following signature.
a. SIGNATURE	b. DATE SIGNED	
2. SUPERVISOR		
a. TYPED OR PRINTED NAME <small>(Last, First, Middle Initial)</small>		
3. CHAIRPERSON, EXECUTIVE RESOURCES BOARD		
b. POSITION TITLE	c. TELEPHONE NUMBER	a. SIGNATURE
d. SIGNATURE	e. DATE SIGNED	b. DATE SIGNED

NAME (Last, First, Middle Initial)			DATE PREPARED	
PART C - DEVELOPMENTAL OBJECTIVES AND PLANNED DEVELOPMENTAL ACTIVITIES TO MEET OBJECTIVES (Continued)				
1. DEVELOPMENTAL OBJECTIVES (State the goal to be derived from the developmental activity or activities in as specific terms as possible. What knowledge, skills or abilities (KSA's) need to be obtained immediately to meet current objectives or to make performance more effective in the present position. Or identify specific areas in which the employee will need to gain competence in order to achieve the short or long range goals stated above. The Developmental Objectives should be stated in the order of priority. SES please see note on Page 2.)	2. DEVELOPMENTAL ACTIVITY OR ASSIGNMENT (This may include On-the-job Training, Rotational Assignments, Developmental Projects, Self Study Programs, Formal Training Programs, Correspondence Courses, or Professional Conferences or Seminars.)	3. SOURCE (If possible identify the organization that will provide the developmental activity.)	4. PROPOSED SCHEDULE (Developmental activity by quarter that reflects priority of immediate and long range needs.)	5. ACTION TAKEN (List actual action taken and date of completion.)